

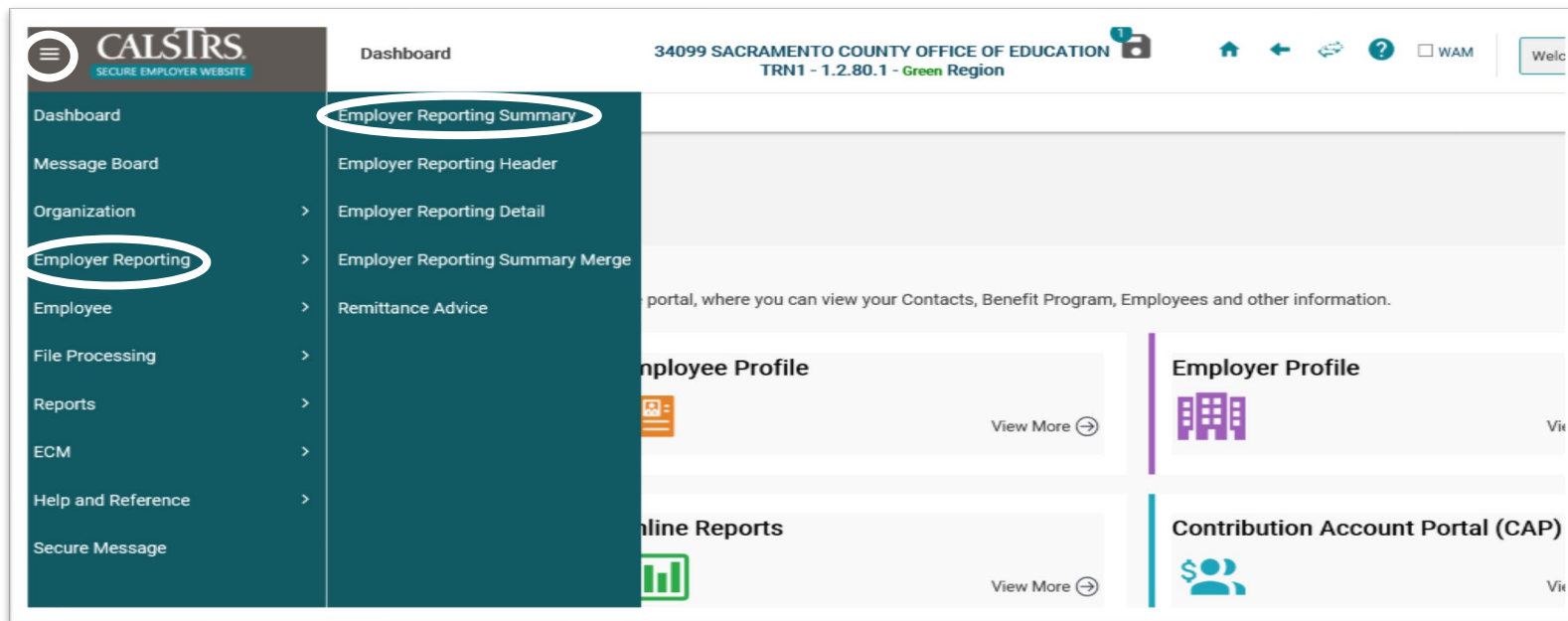
# Submitting an Online Accounts Receivable Contribution Transaction

This is a step-by-step process for submitting an online Accounts Receivable Contribution Transaction in the new Secure Employer Website

Revised: October 7, 2019

### Step 1:

From the **Global Navigation Menu**, hover over **Employer Reporting** and select **Employer Reporting Summary**.



### Step 2:

The **Employer Payroll Summary Search** screen displays. Select **Contribution – AR File** from the **File Type**, as well as the applicable **Benefit Program** from the drop-down menu. Click the **New** button.

The screenshot shows the 'Employer Payroll Summary Search' web application. The header includes the CALSTRS logo and 'SECURE EMPLOYER WEBSITE' on the left, and '34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region' on the right. The main content area is titled 'Search Criteria' and contains several input fields for search parameters: Payroll Summary ID, Payroll Posted Date (From/To), Payroll Submitted Date (From/To), Reporting Period Start Date (From/To), and Reporting Period End Date (From/To). The 'Payroll Summary Status' is set to 'All'. Two dropdown menus are highlighted with a red box: '\*File Type' is set to 'Contribution - AR File' and '\*Benefit Program' is set to 'CalSTRS Defined Benefit'. Below the search criteria are buttons for 'Search', 'Reset', and 'Store Search'. The 'Search Results' section at the bottom features a table with columns: Payroll Summary ID, Reporting Source Name, Payroll Summary Status, Payroll Posted Date, Submitted Date, Reporting Period, File Type, Benefit Program, Header Count, Detail Count, and Last Modified Date. The 'New' button is circled in red, and the table currently displays 'No records to display.'

### Step 3:

The **Employer Payroll Summary Maintenance** screen displays. To create the **Employer Payroll Summary**, select a Reporting Period from the drop-down menu and click **Save**.

The screenshot shows the 'Employer Payroll Summary Maintenance' web application. At the top, the CALSTRS logo and 'SECURE EMPLOYER WEBSITE' are on the left. The page title is 'Employer Payroll Summary Maintenance'. On the right, the user is identified as '34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region'. Below the header, there are navigation icons and a 'WA' checkbox. A breadcrumb trail shows 'Employer Payroll Summar...' and 'Employer Payroll Summar... \*'. A status bar indicates 'Displaying page 1 of 1'. Two buttons, 'Save' and 'Refresh', are visible, with 'Save' circled in red. A message box says '[ Record displayed. Please make changes and press SAVE. ]'. The main form is titled 'Employer Payroll Summary' and contains several fields: 'Reporting Source' (SACRAMENTO COUNTY OFFICE OF EDUCATION), 'Reporting Period' (08/01/2019-08/31/2019, circled in red), 'Payroll Summary ID', 'Payroll Summary Status', 'Payroll Posted Date', 'Submitted By', 'Payroll Detail Count', 'Payroll Submitted Date', 'Benefit Program' (CalSTRS Defined Benefit), 'Suppress Warning' (checkbox), and 'Submitted'. A 'Comment' field is also present. Below the form is a section for 'Downloadable Contribution File Extracts' with a table header: 'Select', 'File Header ID', 'File Name', 'Uploaded By', 'Organization Code'. The table currently shows 'No records to display.'

### Step 4:

On the **Employer Payroll Summary Maintenance** screen, scroll down to the **Employer Payroll Header** panel and click **New**.

The screenshot displays the 'Employer Payroll Summary Maintenance' interface. At the top, the CALSTRS logo and 'SECURE EMPLOYER WEBSITE' are visible. The page title is 'Employer Payroll Summary Maintenance 908'. The user is logged in as '34099 SACRAMENTO COUNTY OFFICE OF EDUCATION' with role 'TRN1 - 1.2.80.1 - Green Region'. Navigation icons for home, back, refresh, help, and WAM are present, along with a 'Welcome' button.

Below the navigation, there are tabs for 'Employer Payroll Summary...' and 'Employer Payroll Summary... X', and a status indicator 'Displaying page 3 of 3'. There are 'Save' and 'Refresh' buttons.

Two summary tables are shown:

Pre Tax EE Contribution :	\$0.00	\$0.00
Post Tax EE Contribution :	\$0.00	\$0.00
Employer Contribution:	\$0.00	\$0.00
Total :	\$0.00	\$0.00

Pre Tax EE Contribution :	\$0.00
Post Tax EE Contribution :	\$0.00
Total :	\$0.00

The 'Employer Payroll Header' panel contains a 'Filter' section with the following fields:

- Organization Code :
- Organization Name :
- Benefit Structure :
- Status :
- Submitted to Source :

A 'Search' button is located below the filter fields. Below the search area, there are three buttons: 'New' (circled in red), 'Open', and 'Export To Excel'. At the bottom, there is a table header with columns: Organization, Benefit Program, Benefit Structure, Status, Submitted To Source, Total Contributions, and Record Count. The table currently displays 'No records to display.'

### Step 5:

The **Employer Payroll Header Maintenance** screen will display. Select an **Employer Organization** and **Benefit Structure** from the drop-down menus. Click **Save**.

The screenshot shows the 'Employer Payroll Header Maintenance' interface. At the top, the CALSTRS logo and 'SECURE EMPLOYER WEBSITE' are visible. The page title is 'Employer Payroll Header Maintenance' for '34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region'. Below the title bar, there are tabs for 'Employer Payroll Summary...', 'Employer Payroll Summary...', and 'Employer Payroll Header...'. A 'Save' button is circled in red. Below the buttons, a message reads '[ Record displayed. Please make changes and press SAVE. ]'. The 'Employer Payroll Summary' section displays: Reporting Source: 34099-SACRAMENTO COUNTY OFFICE OF EDUCATION, Payroll Summary ID: 907, Payroll Summary Status: Review, Reporting Period: 08/01/2019-08/31/2019, File Type: Contribution - AR File, and Benefit Program: CalSTRS Defined Benefit. The 'Employer Payroll Header' section contains several fields: '\*Employer Organization' (dropdown menu showing '34099 - SACRAMENTO C'), '\*Benefit Program' (text field showing 'CalSTRS Defined Benefit'), 'Payroll Header ID' (text field), '\*Benefit Structure' (dropdown menu showing 'DB 2% at 62'), 'Submitted To Source By', 'Submitted To Source Date', 'Submitted To Source' (checkbox, 'No'), 'Payroll Posted Date', 'Reporting Source', 'Payroll Detail Count', 'File Header ID', 'Suppress Warning' (checkbox), and 'Validation In Progress' (checkbox). A 'Comments' text area is at the bottom.

### Step 6:

New button options display at the top of the screen. Click **Reopen**.

The screenshot shows the CALSTRS Employer Payroll Header Maintenance 1252 page. The page header includes the CALSTRS logo, the title 'Employer Payroll Header Maintenance 1252', and the employer information '34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region'. The page content is divided into two main sections: 'Employer Payroll Summary' and 'Employer Payroll Header'. The 'Reopen' button is circled in red.

**Employer Payroll Summary**

Reporting Source : <a href="#">34099-SACRAMENTO COUNTY OFFICE OF EDUCATION</a>	Payroll Summary ID : <a href="#">908</a>	Payroll Summary Status : Review
Reporting Period : <a href="#">09/01/2019-09/30/2019</a>	File Type : Contribution File	Benefit Program : CalSTRS Defined Benefit

**Employer Payroll Header**

*Employer Organization : <a href="#">34099-SACRAMENTO COUNTY OFFICE OF EDUCATION</a>	Payroll Header ID: 1252	Payroll Header Status : Review
*Benefit Program : CalSTRS Defined Benefit	*Benefit Structure : DB 2% at 62	
Submitted To Source By : btrainer@county.xorg	Submitted To Source Date : 09/25/2019 15:00:15	Submitted To Source : Yes
Payroll Posted Date :	Reporting Source : Employer Portal	Payroll Detail Count:

### Step 7:

On the **Employer Payroll Header Maintenance** screen scroll down to the **Employer Payroll Detail** panel. Click **New**.

The screenshot shows the CALSTRS Employer Payroll Header Maintenance interface. At the top, the header includes the CALSTRS logo, the text "SECURE EMPLOYER WEBSITE", and the user information "34099 SACRAMENTO COUNTY OFFICE OF EDUCATION" and "TRN1 - 1.2.80.1 - Green Region". A navigation bar contains buttons for "Save", "Refresh", "Void", and "Copy Forward". Below this, a summary table shows "Total : \$0.00 \$0.00". The main section is titled "Employer Payroll Detail" (circled in red). It features tabs for "Payroll Detail", "By Status", and "By Error". A filter section includes input fields for "Client ID", "SSN", and "Last Name", a "Status" dropdown menu (set to "Review"), a "Transaction Type" dropdown menu, and a "Search" button. Below the filter, there are three buttons: "New" (circled in red), "Open", and "Export To Excel". At the bottom, a table header lists columns: "Client ID", "Employee Name", "Status", "Transaction Type", "Pay Period Begin Date", "Pay Period End Date", "Earnings", "Annualized Pay Rate", "EE Contribution", and "ER Contribution". The table currently displays "No records to display."

### Step 8:

The **Employer Payroll Detail Maintenance** screen appears. Scroll down to the **Employer Payroll Detail** panel and input the **Client ID**, **Pay Period Begin Date**, **Pay Period End Date** and select the applicable **Transaction Type** from the drop-down menu.

**Employer Payroll Detail Maintenance** 34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region

Employer Payroll Summary

Reporting Source: 34099-SACRAMENTO COUNTY OFFICE OF EDUCATION Payroll Summary ID: 907 Payroll Summary Status: Valid  
Reporting Period: 08/01/2019-08/31/2019 File Type: Contribution - AR File Benefit Program: CalSTRS Defined Benefit

Employer Payroll Header

Organization: 34099-SACRAMENTO COUNTY OFFICE OF EDUCATION Payroll Header ID: 1251 Payroll Header Status: Valid  
Benefit Program: CalSTRS Defined Benefit Benefit Structure: DB 2% at 62  
Submitted to Source By: Submitted to Source Date: Submitted to Source: No

Employer Payroll Detail

Payroll Detail ID: \*Client ID: 1137457586  
First Name: Lebron Middle Name: \*Pay Period End Date: 08/31/2019  
\*Pay Period Begin Date: 08/01/2019  
Transaction Type: Post-Tax Account Receivable, Pre-Tax Account Receivable  
\*Service Type: \*Expected Pay Periods: Work Hours Per Day: Annualized Pay Rate: Base Hours: \*Last Name: Member \*Earnings: \*Earnings Type: Suppress Warnings: Comments:



### Step 9:

Certain fields in the **Employer Payroll Detail** panel will no longer show. Select the **Expected Pay Periods** from the drop-down menu.

The screenshot displays the 'Employer Payroll Detail Maintenance' interface for the '34099 SACRAMENTO COUNTY OFFICE OF EDUCATION' in the 'Green Region'. The page is on 'page 2 of 2'. The 'Employer Payroll Header' section includes fields for Organization (34099-SACRAMENTO COUNTY OFFICE OF EDUCATION), Payroll Header ID (1251), Payroll Header Status (Valid), Benefit Program (CalSTRS Defined Benefit), Benefit Structure (DB 2% at 62), Submitted to Source By, Submitted to Source Date, and Submitted to Source (No).

The 'Employer Payroll Detail' section contains the following fields:

- Payroll Detail ID: [ ]
- Payroll Detail Status: [ ]
- Suppress Warnings:
- \*Client ID: 1137457586
- First Name: Lebron
- Middle Name: [ ]
- \*Last Name: Member
- \*Pay Period Begin Date: 08/01/2019
- \*Pay Period End Date: 08/31/2019
- \*Transaction Type: Pre-Tax Account Receiv
- \*Expected Pay Periods: 11- July to May (highlighted with a red circle)
- Comments: [ ]

### Step 10:

Scroll down to the **Contributions** panel. Enter in the **Reported Amount** for the employee (EE) contributions. Click **Save and Validate**.

**Employer Payroll Detail Maintenance**

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION  
TRN1 - 1.2.80.1 - Green Region

← Displaying page 2 of 2 →

Employer Payroll Summar...
Employer Payroll Summar...
Employer Payroll Header...
Employer Payroll Detail...\*

Save and Validate
Save And New
Refresh

\*Pay Period Begin Date : 08/01/2019

\*Transaction Type : Pre-Tax Account Receivat

\*Pay Period End Date : 08/31/2019

\*Expected Pay Periods : 11- July to May

Comments :

**Contributions**

Contribution Type	Contribution Rate	Reported Amount	Calculated Amount
Pre Tax EE Contribution :	0.000000%	\$0.00	\$0.00
Post Tax EE Contribution :	0.000000%	\$0.00	\$0.00
Employer Contribution :	0.000000%	\$0.00	\$0.00
<b>Total :</b>		\$0.00	\$0.00

**Step 11:** If you are successful a message appears above the **Employer Payroll Summary** panel, “All Changes Saved Successfully.”

**CALSTRS** SECURE EMPLOYER WEBSITE

Employer Payroll Detail Maintenance  
28082

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION  
TRN1 - 1.2.80.1 - Green Region

Employer Payroll Summar... Employer Payroll Summar... Employer Payroll Header... Employer Payroll Detail... X ← Displaying page 2 of 2 →

Save and Validate Save And New Refresh Void Reject

[ All changes successfully saved. ]

### Employer Payroll Summary

Reporting Source: [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#) Payroll Summary ID: [907](#) Payroll Summary Status: Valid  
Reporting Period: [08/01/2019-08/31/2019](#) File Type: Contribution - AR File Benefit Program: CalSTRS Defined Benefit

### Employer Payroll Header

Organization: [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#) Payroll Header ID: [1251](#) Payroll Header Status: Valid  
Benefit Program: CalSTRS Defined Benefit Benefit Structure: DB 2% at 62  
Submitted to Source By: Submitted to Source Date: Submitted to Source: No

### Employer Payroll Detail

Payroll Detail ID: 28082 Payroll Detail Status: Valid Suppress Warnings:

\*Client ID: [1137457586](#)

First Name: Lebron Middle Name: \*Last Name:

\*Pay Period Begin Date:  \*Pay Period End Date:

\*Transaction Type:  \*Expected Pay Periods:

Comments:

**Step 12:** Click the blue hyperlinked **Payroll Summary ID**.

The screenshot shows the 'Employer Payroll Detail Maintenance' interface for '34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region'. The page title is 'Employer Payroll Detail Maintenance 28082'. The breadcrumb trail includes 'Employer Payroll Summary Maintenance 907'. The main content area displays the following information:

Reporting Source: <a href="#">34099-SACRAMENTO COUNTY OFFICE OF EDUCATION</a>	<b>Payroll Summary ID: 907</b>	Payroll Summary Status: Valid
Reporting Period: <a href="#">08/01/2019-08/31/2019</a>	File Type: Contribution - AR File	Benefit Program: CalSTRS Defined Benefit

**Step 13:** The **Employer Payroll Summary Maintenance** screen will display.

The screenshot shows the 'Employer Payroll Summary Maintenance' interface for '34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region'. The page title is 'Employer Payroll Summary Maintenance 907'. The breadcrumb trail includes 'Employer Payroll Summary Maintenance 907'. The main content area displays the following information:

*Reporting Source: <a href="#">34099-SACRAMENTO COUNTY OFFICE OF EDUCATION</a>	Payroll Summary ID: 907	Payroll Summary Status: Valid
*Reporting Period: <a href="#">08/01/2019-08/31/2019</a>	File Type: Contribution - AR File	Benefit Program: CalSTRS Defined Benefit
Payroll Posted Date:	Payroll Detail Count: 2	Suppress Warning: <input type="checkbox"/>
Submitted By:	Payroll Submitted Date:	Submitted:

**Step 14:** Click the “**Submit to CalSTRS**” button to submit the **Payroll Summary**.

**Note:** If you are a Report Unit, the text on the button will display as, “Submit to Source.”

Employer Payroll Summary  
Maintenance 907

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION  
TRN1 - 1.2.80.1 - Green Region

Employer Payroll Summar... Employer Payroll Summar... X ← Displaying page 1 of 1. →

Save
Refresh
Submit to CalSTRS

[ All changes successfully cancelled. ]

### Employer Payroll Summary

\*Reporting Source : [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#)

\*Reporting Period : [08/01/2019-08/31/2019](#)

Payroll Posted Date :

Submitted By :

Comment :

Payroll Summary ID : 907

File Type : Contribution - AR File

Payroll Detail Count : 2

Payroll Submitted Date :

Payroll Summary Status : Valid

Benefit Program : CalSTRS Defined Benefit

Suppress Warning :

Submitted :

### Contribution Totals

Contribution Totals			Account Receivable	
Contribution Type	Total Reported Amount	Total Calculated Amount	Contribution Type	Total Reported Amount
Pre Tax EE Contribution :	\$680.00	\$0.00	Pre Tax EE Contribution :	\$680.00
Post Tax EE Contribution :	\$0.00	\$0.00	Post Tax EE Contribution :	\$0.00
Employer Contribution:	\$0.00	\$0.00	<b>Total :</b>	<b>\$680.00</b>
<b>Total :</b>	<b>\$680.00</b>	<b>\$0.00</b>		

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